

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN DISTRICT OF NEW YORK  
ELECTRONIC CASE FILING SYSTEM  
ATTORNEY PASSWORD APPLICATION**

**LIVE SYSTEM**

I, \_\_\_\_\_, swear or affirm that I am a member of the bar in good standing of the State of \_\_\_\_\_ and am admitted to practice in the District Court of the Southern or Eastern District of New York or requesting a password in order to submit a Motion for Admission to Practice, *Pro Hac Vice*.<sup>1</sup> By submitting this application and receiving a password, I agree to adhere to the court's order authorizing electronic case filing, any supplements and/or amendments thereto and the rules promulgated for the court's ELECTRONIC CASE FILING SYSTEM. I am providing the following information as a condition of receiving my password:

Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Bar ID# \_\_\_\_\_  
Firm Name: \_\_\_\_\_ Federal ID# \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
(City, State, Zip Code) \_\_\_\_\_  
Phone # \_\_\_\_\_ FAX \_\_\_\_\_  
Internet E-Mail Address for Service: \_\_\_\_\_

I have read and understand the following rules:

1. I will employ the Electronic Case Filing System for cases filed in the United States Bankruptcy Court for the Southern District of New York.
2. I will meet all hardware and software requirements promulgated by the court for system use. I understand that the current minimum requirements for filing documents are: a personal computer running a standard platform (Windows NT, Windows 95, Macintosh), an Internet provider, Netscape Navigator 3.0 or higher, Adobe Acrobat Exchange 3.01 or higher (to convert word processor format documents to portable document format (PDF)) and a document scanner.
3. Each use of my password for filing documents will meet the requirements of Fed. R. Civ. P. 11, Fed. R. Bankr. P. 9011 and Local Bankruptcy Rule 9011-1. I understand that the use of my password constitutes my signature on the document

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<sup>1</sup> If you are not admitted to practice in the District Court of the Southern or Eastern District of New York and wish to submit a Motion for Admission to Practice, *Pro Hac Vice*, the forms for a motion and accompanying order may be found on the Bankruptcy Court's web site, [www.nysb.uscourts.gov](http://www.nysb.uscourts.gov).

being submitted. If I submit a document for another party, I understand it is my responsibility to maintain a copy of that document bearing the signer's signature in my records.

4. Inasmuch as the combination of my identification with my password constitutes my signature, I agree to protect and secure the confidentiality of my password. Therefore, if I have reason to believe that my password has been compromised, it is my responsibility to immediately notify the court in writing. Moreover, it is also my responsibility to immediately inform the court of any change in my firm affiliation, address, telephone, fax or E-mail addresses.
5. I understand that the issuance of a password to me constitutes a waiver of conventional service pursuant to the court's electronic case filing General Order No. 242. I agree to accept a Notice of Electronic Filing by hand, facsimile, first class mail or authorized e-mail in lieu of conventional service. Moreover, I will endeavor to use the automatic E-mail notification feature of the Electronic Case Filing System wherever feasible.
6. Notwithstanding No. 5 herein, in cases wherein service of documents filed electronically is required to be made on the United States and its agencies, corporations or officers, full compliance with Rules 2002(j) and 7004(b)(4), (5) and (6) of the Federal Rules of Bankruptcy Procedure and Rule 4(l) and (j) of the Federal Rules of Civil Procedure is required.
7. In compliance with General Order No. 242 Re: Electronic Case Filing Procedures, I understand that if documents being submitted electronically have lengthy exhibits, the filing of relevant excerpts of the exhibits is preferred and permitted without prejudice to my right to file additional excerpts or the complete exhibit with the court at any time.

' I consent to delivery of my log-in and password to my e-mail address, which is

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' Please mail my log-in and password to me in the attached self-addressed, postage-paid envelope.

I will promptly pay all filing fees via the Internet or to the Clerk's office in accordance with 28 U.S.C. §1930 and/or any other applicable provisions.

Date:\_\_\_\_\_

\_\_\_\_\_  
Attorney Applicant Signature

Sworn to or affirmed before me this\_\_\_\_\_ day of\_\_\_\_\_

Notary Public in and for the

State of\_\_\_\_\_

County of\_\_\_\_\_

Please return to:

MIS Department  
Attn. Electronic Case Filing System Registration  
United States Bankruptcy Court  
Southern District of New York  
One Bowling Green  
New York, New York 10004-1408